



# Development SERVICES

FIRE • INSPECTIONS • PLANNING  
PUBLIC UTILITIES • PUBLIC WORKS

Customer Service Center  
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## Residential Plan – Field Revisions

**The following criteria will be used to determine if previously reviewed residential plans will need to be re-submitted for re-review after permit is issued:**

	Footprint changes – plot plan needs to be re-reviewed
	Square footage change – not previously charged (i.e. Convert pull down stairs to walk up attic, convert crawl space to basement or convert deck to screened porch)
	Extensive structural changes – Conventional framing changed to engineered truss components or vice versa, change crawl space to monolithic slab or extensive point load changes from roof to foundation
	Zoning violations
	Other: Indicate conditions

Note: Field Revision Fee is applied per hour. Please refer to the [Development Fee Schedule](#) for current rates.

### To re-submit, please include the following documents:

	Please submit one (1) set of the approved, punched and stamped plans approved by the City of Raleigh or a paper copy of the scanned originals with signatures and approvals. At this time, electronic copies will not be accepted.
	The revised plans, plot plan and engineered documents
	A copy of the residential plan re-submittal form signed by the Building Inspector
	City of Raleigh Permit Application, if increase in square footage occurs
	Comments

**Project Address**

**Permit #**

**Contractor**

**Original transaction #**

**Signature** (Building Inspector)

**Phone #**

**Date**

**Signature** (Contractor)

**Phone #**

**Date**

**NO PLANS WILL BE ACCEPTED FOR REVIEW WITHOUT THIS FORM.**